



MOTOR CARRIER SERVICES
24-Hour Online System

***Step-By-Step Instructions For Filing
IFTA Quarterly Returns***

Spring 2006

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Illustrations of computer screens in this manual may vary slightly from those you see.

PROCESSING IFTA QUARTERLY TAX RETURNS ONLINE

Signing on to the Motor Carrier Services System

Access the Internet site: <https://mcs.modot.mo.gov/portal/wps/myportal/>

The screenshot shows a web browser window titled "Access Manager for e-business Login - Microsoft Internet Explorer provided by MoDOT". The address bar shows the URL <https://mcs.modot.mo.gov/portal/wps/myportal/>. The page header includes the "State of Missouri" logo and the text "Motor Carrier Services". Below the header, a mission statement reads: "Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri." A login form contains a "Username:" label with a text input field, a "Password:" label with a text input field, and a "Login" button. A disclaimer text states: "By using the username and password to log in and access the electronic services on this website, I affirm and represent that I am the owner and sole proprietor of, or I am authorized and acting as an agent on behalf of, the for-hire motor carrier, or private carrier by motor vehicle (as those terms are defined in section 390.020, RSMo 2000), whose account has been assigned this username and password by MoDOT Motor Carrier Services or I am an employee of the state of Missouri." A box at the bottom of the login area contains the text: "You need just one username and password to access all of the programs in the 24-Hour Online System. If you already request ODOV permits or file IRP documents online, use the same login information."

Enter your **Username** and **Password** and click **Login**

The following screen will appear. Click **Applications**, then **IFTA**.

The screenshot shows the "Motor Carrier Services" portal. The top navigation bar includes links for HOME, APPLICATIONS, PAYMENT, CUSTOMER, SEARCH, REPORTS, and MY SETTINGS. A "WELCOME CARRIERS!" message is displayed, followed by a "You have Selected the following Customer" section showing "Customer Name: CTW TRANSPORTATION SERVICES, INC." and "USDOT Number: 1310403". A "Select Another Customer" link is provided. The main content area is divided into several sections, each with a title, description, and a small image: "International Registration Plan (IRP)", "International Fuel Tax Agreement (IFTA)", "Motor Carrier Safety", "Single State Registration Systems (SSRS)", "Interstate Exempt/Intrastate Regulatory Authority", "Overdimension/ Overweight (OD/OW)", and "Hazardous Waste/Waste Tire".

Processing an IFTA Quarterly Tax Return

To find IFTA quarterly tax returns that require processing,

1. From the IFTA Main Menu select **Quarterly Tax Return**.

The screenshot shows the IFTA Main Menu web application. At the top is a navigation bar with tabs: HOME, APPLICATIONS, PAYMENT, CUSTOMER, SEARCH, REPORTS, SAFETY AND COMPLIANCE, and LOG DATA. Below this is a sub-navigation bar with links: Information, IRP, IFTA, IRP AUDIT, IRP PERMITS, CVIEW, CD/OW, HW/WT, WORKLIST, and Pending Insurance. The main content area is titled "IFTA Main Menu" and features a vertical list of buttons on the left: New Carrier, New Fleet, Renewal, Supplement, Supplement Continuance, Administrator Functions, Document Collection, Quarterly Tax Return (highlighted), Bond Holder, Credentials, Audit Tax Return, Reprint, and Audit Download. To the right of these buttons, there is a field labeled "TPID: MO" followed by a text input field containing "555446666" and a dropdown menu with "01" selected. At the bottom of the main content area, there is a "CONTINUE" dropdown menu and four buttons: Submit, Refresh, Inquiry, and Help.

2. Complete the fields as follows:

ACCOUNT NBR* Enter the motor carrier's Federal Identification or Social Security Number.

FLEET NBR* Enter the carrier's fleet number (01,02 etc)

* *Required field*

3. Click **SUBMIT** and correct any reported errors.
4. If there are no errors, click **SUBMIT** again to confirm.

Next, the IFTA Return screen is displayed.

IFTA Return TPID: 555446666 MISSOURI DEPARTMENT OF TRANSPORTATION Fleet Hbr: 1 Reg Year: 2006

REPORTING PERIOD: 1ST QUARTER YEAR: 2006 AMENDMENT: ☐ IN HOUSE: ☐

Fuel Types

DIESEL: ☒ GASOLINE: ☐ GASAROL: ☐ LPG: ☐ CNG: ☐ ETHANOL: ☐
M-85: ☐ E-85: ☐ METHANOL: ☐ LNG: ☐ A-55: ☐

NO OPERATION: ☐
CANCEL LICENSE: ☐
FILED DATE: 4 / 9 / 2006
RECEIVED DATE: 4 / 9 / 2006

CONTINUE Submit Quit Refresh Inquiry Help

Complete the fields as follows:

REPORTING PERIOD*	Click the arrow on the drop down menu and select the quarter you wish to report
YEAR*	Enter the registration year of your report
AMENDMENT	Check this box if you are amending a previously submitted return
FUEL TYPES*	Choose <u>one</u> fuel type. If operating multiple fuel types, file each type separately
NO OPERATION	Check this box if you did not operate during the quarter
CANCEL LICENSE	Check this box if you want to cancel the license and file your final quarterly tax return.

* Required field

3. Click **SUBMIT**

4. If there are no errors, click **SUBMIT** again to confirm

Next, the IFTA Quarterly Tax Return screen is displayed

IFTA Quarterly Tax Return										
TPID: 555446666			MISSOURI DEPARTMENT OF TRANSPORTATION			Fleet Nbr: 1		Reg Year: 2006		
Supp Nbr: 001										
TOTAL MILES TRAVELED: 15555			TOTAL FUEL CONSUMED: 2500			AVG MILES PER GALLON: 6.22		LATE PENALTIES: 0.00		
REPORTING PERIOD: 1ST QUARTER			REPORTING YEAR: 2006			FUELTYPE: D - DIESEL		OUTSTANDING TAX: 0.00		
OVERRIDE EDITS: <input type="checkbox"/>								OUTSTANDING INTEREST: 0.00		
								TOTAL AMOUNT DUE: 0.00		
JUR	Effective Date	Miles	Taxable Miles	Gallons Consumed	Gallons Purchased	Net Taxable Gallons	Tax Rate	Tax Due	Interest Due	Total
AK	01/01/2006					0.00	0.00000	0.00	0.00	0.00
AL	01/01/2006					0.00	0.19000	0.00	0.00	0.00
AR	01/01/2006	555	555			0.00	0.22500	0.00	0.00	0.00
AZ	01/01/2006					0.00	0.26000	0.00	0.00	0.00
CA	01/01/2006					0.00	0.33000	0.00	0.00	0.00
CO	01/01/2006					0.00	0.20500	0.00	0.00	0.00
CT	01/01/2006					0.00	0.26000	0.00	0.00	0.00
DC	01/01/2006					0.00	0.00000	0.00	0.00	0.00
DE	01/01/2006					0.00	0.22000	0.00	0.00	0.00
FL	01/01/2006					0.00	0.29970	0.00	0.00	0.00
GA	01/01/2006					0.00	0.14200	0.00	0.00	0.00
IA	01/01/2006					0.00	0.22500	0.00	0.00	0.00
ID	01/01/2006					0.00	0.25000	0.00	0.00	0.00
IL	01/01/2006	5000	5000		200	0.00	0.35000	0.00	0.00	0.00
IN	01/01/2006					0.00	0.16000	0.00	0.00	0.00
IN	SURCHARGE					0.00	0.11000	0.00	0.00	0.00
KS	01/01/2006	1000	1000			0.00	0.26000	0.00	0.00	0.00
KY	01/01/2006					0.00	0.14100	0.00	0.00	0.00
KY	SURCHARGE					0.00	0.06300	0.00	0.00	0.00
LA	01/01/2006					0.00	0.20000	0.00	0.00	0.00
MA	01/01/2006					0.00	0.21000	0.00	0.00	0.00
MD	01/01/2006					0.00	0.24250	0.00	0.00	0.00
ME	01/01/2006					0.00	0.27000	0.00	0.00	0.00
MI	01/01/2006					0.00	0.27600	0.00	0.00	0.00
MN	01/01/2006					0.00	0.20000	0.00	0.00	0.00
MO	01/01/2006	9000	9000		2300	0.00	0.17000	0.00	0.00	0.00
MS	01/01/2006					0.00	0.18000	0.00	0.00	0.00
MT	01/01/2006					0.00	0.27750	0.00	0.00	0.00
NC	01/01/2006					0.00	0.29900	0.00	0.00	0.00
ND	01/01/2006					0.00	0.23000	0.00	0.00	0.00
NE	01/01/2006					0.00	0.26100	0.00	0.00	0.00
NH	01/01/2006					0.00	0.18000	0.00	0.00	0.00
NJ	01/01/2006					0.00	0.17500	0.00	0.00	0.00
NM	01/01/2006					0.00	0.21000	0.00	0.00	0.00
NV	01/01/2006					0.00	0.27000	0.00	0.00	0.00
NY	01/01/2006					0.00	0.41650	0.00	0.00	0.00
OH	01/01/2006					0.00	0.28000	0.00	0.00	0.00
OK	01/01/2006					0.00	0.13000	0.00	0.00	0.00
OR	01/01/2006					0.00	0.00000	0.00	0.00	0.00
PA	01/01/2006					0.00	0.38100	0.00	0.00	0.00
RI	01/01/2006					0.00	0.30000	0.00	0.00	0.00
SC	01/01/2006					0.00	0.16000	0.00	0.00	0.00
SD	01/01/2006					0.00	0.22000	0.00	0.00	0.00
SD	01/01/2006					0.00	0.22000	0.00	0.00	0.00
TN	01/01/2006					0.00	0.17000	0.00	0.00	0.00
TX	01/01/2006					0.00	0.20000	0.00	0.00	0.00
UT	01/01/2006					0.00	0.24500	0.00	0.00	0.00
VA	01/01/2006					0.00	0.16000	0.00	0.00	0.00
VA	SURCHARGE					0.00	0.03500	0.00	0.00	0.00
VT	01/01/2006					0.00	0.26000	0.00	0.00	0.00
WA	01/01/2006					0.00	0.31000	0.00	0.00	0.00
WI	01/01/2006					0.00	0.32900	0.00	0.00	0.00
WV	01/01/2006					0.00	0.27000	0.00	0.00	0.00
WY	01/01/2006					0.00	0.14000	0.00	0.00	0.00
HX	01/01/2006					0.00	0.00000	0.00	0.00	0.00
AB	01/01/2006					0.00	0.29290	0.00	0.00	0.00
BC	01/01/2006					0.00	0.48810	0.00	0.00	0.00
MB	01/01/2006					0.00	0.37420	0.00	0.00	0.00
NB	01/01/2006					0.00	0.54990	0.00	0.00	0.00
NL	01/01/2006					0.00	0.53680	0.00	0.00	0.00
NS	01/01/2006					0.00	0.50110	0.00	0.00	0.00
NT	01/01/2006					0.00	0.00000	0.00	0.00	0.00
ON	01/01/2006					0.00	0.46530	0.00	0.00	0.00
PE	01/01/2006					0.00	0.64750	0.00	0.00	0.00
QC	01/01/2006					0.00	0.52710	0.00	0.00	0.00
SK	01/01/2006					0.00	0.48810	0.00	0.00	0.00
YT	01/01/2006					0.00	0.00000	0.00	0.00	0.00

CONTINUE

Submit

Quit

Refresh

Inquiry

Help

1. Complete the fields as follows:

TOTAL MILES TRAVELED*	Enter the total miles traveled in <u>all</u> jurisdictions during the quarter.
TOTAL FUEL CONSUMED*	Enter the total fuel consumed in <u>all</u> jurisdictions during the quarter.
MILES*	Enter the total miles traveled in <u>each</u> jurisdiction for this fuel type.
TOTAL TAXABLE MILES*	Enter the total taxable miles in <u>each</u> jurisdiction minus fuel trip permit miles. Toll miles and off-highway miles are not taxable in some jurisdictions. Contact each jurisdiction for information on these exceptions
GALLONS PURCHASED*	Enter the total miles traveled in <u>each</u> jurisdiction for this fuel type.

** Required field*

2. Click **SUBMIT**
3. If there are no errors, click **SUBMIT** again to confirm

Next, the IFTA Billing screen is displayed

IFTA Billing

TPID: 555446666 Missouri Department of Transportation Fleet Nbr: 1 Reg Year: 2006
 Supp Nbr: 001

Reporting Period: 1st Quarter/2006 Fuel: D - Diesel
 Tax Fee: 128.28 Supplement Status: O - OPEN
 MO Interest Fee: 0.00
 Penalty Fee: 0.00
 Outstanding Fee: 0.00
 Total Due: 128.28
 Net Amount Due: 128.28

Effective Date: 04/08/2006
 Received Date: 04/08/2006
 Payment Due Date: 04/30/2006
 Billing Date: 04/08/2006
 Filed Date: 04/08/2006

Delivery Options: V - Preview

CONTINUE Submit Quit Refresh Inquiry Help

1. Choose a Delivery Option for receiving the invoice.

PRINT	X	DO NOT SELECT – this option causes printing in MCS Office only
FAX		Select and enter your FAX number to receiving the billing and invoice
EMAIL		Select and enter an e-mail address to receive billing and invoice over the Internet
PREVIEW		Select to send the billing and invoice to the REPORT LIST (A tab at the top of your screen) for review

2. Click **SUBMIT**

3. If there are no errors, click **SUBMIT** again to confirm

Finally, the IFTA Main Menu screen is displayed

IFTA Main Menu

New Carrier
 New Fleet
 Renewal
 Supplement
 Supplement Continuance
 Administrator Functions
 Document Collection
 Quarterly Tax Return
 Bond Holder
 Credentials
 Audit Tax Return
 Reprint
 Audit Download

TO FINALIZE YOUR TRANSACTION, YOU MUST NOW GO TO THE PAYMENT TAB

SUPPLEMENT TRANSACTION SUCCESSFULLY SUBMITTED FOR INVOICE

CONTINUE Submit Refresh Inquiry Help

1. Click on the Payment tab

The Payment screen will appear, listing supplement transactions that must be added to your invoice (**pre-invoice status**).

The screenshot displays the 'Payment System' interface. The 'Current Customer Information' section shows: Customer ID: 39726, Customer Name: MISSOURI DEPARTMENT OF TRANSPORTATION, USDOT: 7654321. The 'Invoice List' section shows a table with columns: Description, ID, Status, Balance. The 'Pre-Invoice Details' section shows: Pre-Invoice ID: 46289, IFTA Activity, Account No: 000039726201, Supplement No: 001, Fleet No: 01, Fleet Year: 2005, Line Item No: IFTA000039726012006D100, Current Delivery Option: Preview. A 'Total Amount Due' of \$128.28 is highlighted in red. A 'Submit Invoice' button is at the bottom right.

- Click the blue **ID** number to add the charge to your invoice. A detailed description will then open on the right hand side of the screen.
- Choose a Delivery Option for receiving the invoice.

PRINT		DO NOT SELECT – this option causes printing in MCS Office only
FAX	*	Select and enter your FAX number to receiving the billing and invoice
EMAIL	*	Select and enter an e-mail address to receive billing and invoice over the Internet
PREVIEW	*	Select to send the billing and invoice to the REPORT LIST (A tab at the top of your screen) for review

- Click **SUBMIT INVOICE** to process the invoice. The status of the supplement transaction changes to Invoiced. You can now retrieve the billing and invoice from the delivery option you chose.

Balances can be paid by credit or debit card

Address [https://ghmcsent05.gh.modot.local/wps/myportal/!ut/pl_s7_0_A7_0_FUJ/cnd/ad/.ar/sa.PaymentAction\(.c6_0_C3\)/ce7_0_SR/p/5_0_PB/d/3?PC_7_0_SR_paymentType=CC#7_0_SR](https://ghmcsent05.gh.modot.local/wps/myportal/!ut/pl_s7_0_A7_0_FUJ/cnd/ad/.ar/sa.PaymentAction(.c6_0_C3)/ce7_0_SR/p/5_0_PB/d/3?PC_7_0_SR_paymentType=CC#7_0_SR) Go Links

Current Customer Information

Customer ID: 39726
Customer Name: MISSOURI DEPARTMENT OF TRANSPORTATION
USDOT: 7654321
To switch to a different customer in order to perform payment processing, go to [Customer Admin page](#) to select one.

Invoice List

To retrieve invoices based on a status, choose a

Description	ID	Status	Balance
IFTA/01/2006/1/D/001/#0	46282	INVOICED	\$128.28

Invoice Details

Invoice ID: 46289

IFTA	Fee Amount
Activity	
Account No: 000039726201	
Supplement No: 001	\$128.28
Fleet No: 01	
Fleet Year: 2006	
Line Item No: IFTA000039726012006D100	
Current Delivery Option: Preview	

Total Amount Due: \$128.28

Receipt Delivery Options:

Payment Methods:

Card Type: ☐ American Express ☒ Master ☐ Discover
☐ Debit Card
Name on Credit Card:
Expiration Date:
Credit Card Number:
Payment Receive Date: * Optional
(MM/dd/yyyy e.g. 01/01/2005)
A convenience fee of 2.50% of the total amount will be added to your credit card.

1. Select the credit or debit card type of your choice. (VISA cards are **not** accepted)
2. Complete the requested information.
3. Click **APPLY PAYMENT**

PLEASE NOTE: A convenience fee equal to 2.5% of the invoice total will be charged by your credit or debit card company.